

Design Services Questionnaire
for
Restroom Improvements, ITO
Hilo International Airport
State Project No. AH1042-01

Experience and professional qualifications relevant to the project

1. Please list all airport and related projects that your firm's current employees have been involved with in the design. For each project listed, please provide the following:
 - a. Describe the scope of the project.
 - b. The year that the project was completed.
 - c. Indicate whether your firm was the prime consultant or a subconsultant. If your firm was the prime consultant, indicate the names of all the subconsultants involved in the project, including their discipline of work. If your firm was a subconsultant, indicate the capacity of your firm's involvement in the project.
 - d. Indicate the name of your firm's employees who were the equivalent to the State's Project Manager and Section Head classifications involved in the day-to-day aspects of the project. Reference is made to Question 6 regarding the equivalent State's Project Manager and Section Head classifications. Indicate whether the employees are still employed by your firm.
 - e. Indicate the name of the client, the client's Project Manager involved in the day-to-day aspects of the project, and telephone number of the client's Project Manager.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. Explain any significant design service(s) that your firm's current employees provided to successfully complete the projects listed in Question 1 above. Significant design services shall mean services that your firm believes are a) over and beyond typical design services, b) unique to your firm, and/or c) services that other firms may not provide.
3. For each project listed in Question 1 above, and to the best of your knowledge, please provide the following:
 - a. The total dollar amount of construction change orders was what percentage (approximate) of the total construction cost.
 - b. From the construction change order percentage indicated above, what percent (approximate) of the change orders were due to the following reasons: a) owner

- requested, b) unforeseen conditions, and c) design errors/omissions.
- c. Describe some of the unforeseen conditions that necessitated the change orders.
 - d. Describe some of the design errors/omissions that necessitated the change orders.
4. Indicate any award(s) or other recognition(s) that any of the projects listed in Question 1 above received.

Capacity to accomplish the work in the required time

5. **Question 5 is applicable to out-of state firms only.** All other firms, please respond with “Not Applicable”.

- a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://www2.state.hi.us/spo/> for more information.

Out-of-state firms shall submit, with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

6. Please identify your firm’s organizational chart as to how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume of your key employee(s) for those classifications denoted by an “*”, with emphasis on their experiences in Airports projects. Resumes shall be limited to one-page maximum per person.

Principal-In-Charge/Engineer VIII (equivalent to the Airports Administrator)
Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)
* Associate Architect/Engineer VI (equivalent to the Section Head)
* Senior Architect/Engineer V (equivalent to the Project Manager)
* Registered Architect/Engineer IV (licensed professional)

7. For each key employee(s) identified in the organizational chart, please list all of their current assignment(s) and the assignment(s) expected completion date.
8. Please list all of your firm’s current planning, design, construction management and other contract(s) with the Department of Transportation (Airports, Harbors and Highways Division), both as a prime consultant and/or as a subconsultant, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, please respond with “Subconsultant” for the amount of the contract.

9. By responding with a “Yes” or “No”; does your firm close its office for any extended period of time (three or more consecutive State working days) during the year? If the response is “Yes,” please identify the dates, and describe how will your firm respond to any request for services during this time period?
10. The following shall be applicable to your firm and subconsultant(s). By responding with a “Yes” or “No” to each of the following, does your firm have any objections? If the response is “Yes,” please explain your objections.
 - a. The maximum allowable multiplier factor (overhead and profit rates) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation’s Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum. The clerical classification will not be considered as a project chargeable classification, and shall be considered as an overhead expense.
 - b. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in Question 6, regardless if the project is delayed. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division’s approval.
11. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the above questions.